



## Scope

This process covers how to obtain approval on the Project Management Plan (PMP).

## Policy

*ER 5-1-11*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

## Responsibility

The Project Manager is responsible for obtaining approval of the PMP by the Project Delivery Team, Deputy for Project Management and **approval authority**.

## Distribution

Approval Authority\*

Customer\*

Project Manager (PM)\*

## System References

*Acronyms and Glossary*[REF1001]

*Change Management*[PROC1004]

*Financial Management*[REF1032]

*PMP Development*[PROC1012]

*PMP/PgMP Content*[REF1018]

*Project Execution and Control*[PROC1017]

## Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## Activity Preface

This process is performed whenever a draft Project Management Plan (PMP) has been developed in [PMP Development\[PROC1012\]](#), or when a change request is generated from [Change Management\[PROC1004\]](#). Approval of a change request will be by the same authority as the original PMP.

The first step in the PMP approval process is getting the approval of the customer. The customer will have representation on the PDT; however, the PMP approval authority for the customer may not be the PDT member. Should the customer not approve the PMP, [PMP Development\[PROC1012\]](#) will be executed to develop and incorporate customer changes.

After customer approval, the PMP will be submitted to the appropriate approval authority within USACE. **Recommend the approval of the PMP should be made at the lowest level possible. (Approval authority refers to ER 5-1-11, but ER does not mention approval authority. PMP approval process doesn't empower the PDT members).** Should the appropriate approval authority not approve the PMP, [PMP Development\[PROC1012\]](#) will be executed to develop and incorporate changes. If changes are required, customer approval must be re-obtained.

Once PMP approval is obtained, the PM will indicate approval in P2. If this process was called from [Change Management\[PROC1004\]](#), you will return there; otherwise, continue on to [Project Execution and Control\[PROC1017\]](#).

### Project Manager (PM)

1. Provide the PMP to the customer.

Use electronic distribution where possible, or other means of delivery if necessary.

### Customer

2. Review and approve the PMP.

### Project Manager (PM)

3. Determine if the customer approves the PMP.

**If the customer approves the PMP, goto task #4. Otherwise, end of activity; goto [PMP Development\[PROC1012\]](#).**

4. Submit the PMP to the appropriate approval authority for approval via e-mail or workflow.

### Approval Authority

5. Review and approve the PMP.

## Project Manager (PM)

6. Determine if the PMP was approved.

**If the PMP is approved, goto task #7. Otherwise, end of activity; goto PMP Development[PROC1012].**

7. Indicate approval of PMP in P2.

After the PMP is approved and baselined, PR&Cs can be created via the system interface. Refer to Financial Management[REF1032].

8. Determine if process called from Change Management.

**If process called from Change Management, end of activity; Otherwise, goto task #9.**

9. Proceed to Project Execution.

**End of activity.**

**Goto Project Execution and Control[PROC1017].**

**Be sure to put process call outs at the start and end of every Process flowchart. Each flowchart should be able to stand on its own and assist users in moving through the processes. Every flowchart should have title block identifying the process title and number.**

